

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



Classification: **Office Technician (T) Salary: \$2,686 - \$ \$3,264**
Permanent, Full Time

Location: Department of Veterans Affairs
Office of Asset Management
1227 O Street
Sacramento, CA 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities:

Under the general direction of the Assistant Deputy Secretary for Asset Management, and following general procedures of the Administration Division, the Office Technician will perform the following sensitive, difficult and responsible clerical duties with a high degree of accuracy and initiative to support the Office of Asset Management, including but not limited to:

- Maintain Office of Asset Management files including, financial tracking documents, grant submittals and reviews, standing and special meeting agendas and minutes, contracts, and intra-agency correspondence. Track, document, and archive construction project plans, specifications and related documents.
- Maintain appointment calendar, arrange meetings, prepare agenda, and make adjustments in scheduled meeting times for Assistant Deputy Secretary as necessary. Responsible for attendance records for all Asset Management staff in Sacramento, except self; prepare itineraries and make travel arrangements, and prepare and submit travel claims (to accounting) for Asset Management staff
- Handle inquires by telephone related to statewide construction and facilities maintenance projects. Prepare correspondence and provide support for the Assistant Deputy Secretary and Office of Asset Management staff. Type a variety of reports, letters, bulletins, memos, bill analyses, and constituent correspondence for Assistant Deputy Secretary and Asset Management staff.
- Screen incoming correspondence and refer correspondence with a completed correspondence control sheet to the appropriate staff member for reply following the Administration Division general rules for correspondence, as well as a thorough understanding of staff work assignments.
- Order, track, and maintain general office supplies.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Attn: Vicki Jukich, Ref: M80#027 08/09

Inquiries:

Voice: (916) 653-2535
TDD: (916) 653-1966

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 # 027 08/09. Failure to do so could result in being rejected from the interview process.

Final Filing Date: UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 830-480-1139-xxx RELEASED: 7.17.08